



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

SECNAVINST 12950.10A
Op-142E
29 June 1981

SECNAV INSTRUCTION 12950.10A

From: Secretary of the Navy

Subj: Civilian Personnel and Equal Employment Opportunity Management Career Program (R)

Ref: (a) SECNAVINST 5430.78A
(b) CMMI 950
(c) CMML 950-1 of 30 Oct 74
(d) CMML 950-4 of 10 Nov 75 (A)
(e) CMML 950-5 of 2 Jun 76
(f) CPL 950-6

Encl: (1) Charter for Career Program Board of Governors (D)

1. Purpose. To establish the Civilian Personnel and Equal Employment Opportunity Management Career Program. (R)

2. Cancellation. SECNAVINST 12950.10.

3. Discussion. Changes in the policy and assigned responsibilities for the management of civilian personnel in the Department of the Navy (DON), promulgated by reference (a), have resulted in changes in the administration of the civilian personnel and equal employment opportunity career fields. Consequently, a single career program covering both career fields and encompassing the concepts and policies of references (b) through (f) is necessary. Existing instructions have been changed to establish a Career Program Board of Governors representing both career fields. (R)

4. Coverage. The Civilian Personnel and Equal Employment Opportunity Management Career Program covers all civilian personnel in positions classified at GS-5 through GS-15 in series GS-201, GS-212, GS-221, GS-223, GS-230, GS-233 and GS-235, and in positions classified in other series but exercising substantive personnel management responsibilities at professional levels, and all full-time employees GS-5 through GS-15 in the GS-160, Equal Employment Opportunity series. (R)

5. Policy. The Civilian Personnel and Equal Employment Opportunity Management Career Program will ensure adequate and appropriate acquisition, development and utilization of critical manpower resources in the civilian personnel/equal

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- R) employment opportunity career fields throughout the DON. The career program will be administered by the Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity) (ADCNO(CP/EEO)) (Director, Civilian Personnel Division, Office of the Chief of Naval Operations) on behalf of the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)).

6. Responsibilities

- R) a. Assistant Secretary of the Navy (Manpower and Reserve Affairs). The ASN(M&RA) is the functional chief, providing overall guidance and leadership for this career program.

- A) b. The Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity). The DASN (CPP/EEO) represents the functional chief in establishing long-term program goals, issuing policy documents, providing resource support for the program efforts, and assessing program requirements and effectiveness. The DASN(CPP/EEO) serves as chairperson of the Board of Governors.

- R) c. The Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity). The ADCNO(CP/EEO), acting on behalf of the ASN(M&RA), provides central direction and support when required, makes budget recommendations, and insures prompt, appropriate, equitable program development, revision, and administration. The ADCNO(CP/EEO) is the Vice Chairperson of the Board of Governors and is responsible for its administrative operations.

- A) d. Board of Governors. The Personnel and Equal Employment Opportunity Management Career Program Board of Governors assists in program planning and organization, establishes, monitors and coordinates program operations, and evaluates program effectiveness. Enclosure (1) is the charter for the Board of Governors.

e. Heads of Commands, Bureau and Offices. These officials will ensure that headquarters and field activities support and implement the career program provisions. They

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will make available appropriate officials to assist in the process of filling Civilian Personnel Director (CPD), Assistant CPD or equivalent, and Deputy Equal Employment Opportunity Officer (DEEOO) vacancies and to serve on the Board of Governors as appropriate. (A)

f. Heads of Employing Organizations. Heads of activities will ensure that the intent and provisions of the career program, including input, training, development and utilization, are met. They will facilitate the participation of identified CPD's and DEEOO's on rating and ranking panels and on the Board of Governors, including funding travel if required. (R)

7. Program Elements. The career program includes the following basic elements:

a. Systems for identifying intake, training and developmental needs and for evaluating the performance of careerists. Such processes as statistical work force analyses and occupational task analyses will be conducted under the auspices of the Board of Governors. (R)

b. Systems for meeting identified work force needs. These systems may include the central support of cooperative education students, central support of interns, standardized merit staffing plans, long-term training, instruments for the assessment of performance and potential, and other appropriate recruitment and developmental actions. (R)

c. Uniform procedures for classifying and filling positions at designated grade levels. These include standard processes for classifying and filling CPD, Assistant CPD or equivalent, and DEEOO positions, and automated inventory referrals, model crediting plans, and occupation-wide performance elements. (R)

d. Criteria to be met by covered employees before they may move from one career level to another, including training and development requirements.

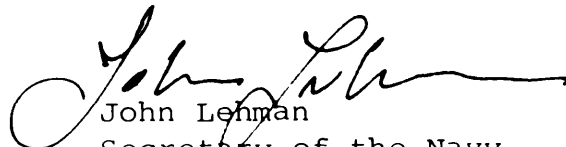
e. Systems and reporting requirements for career program evaluation. These will include the use of personnel

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- A) management evaluations as well as additional processes established by the Board.

8. Action. This instruction is effective immediately. The provisions of references (b) through (f) will remain in effect until amended or changed by future actions authorized under this instruction. A comprehensive career program document effecting changes in program operations and requirements will be issued under the auspices of the Board of Governors by the Chief of Naval Operations after concurrence by the Commandant of the Marine Corps.

R)


John Lehman
Secretary of the Navy

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DEPARTMENT OF THE NAVY
PERSONNEL AND EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT
CAREER PROGRAM
BOARD OF GOVERNORS
CHARTER

On behalf of the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)), the Board: establishes program goals, defines objectives, identifies action plans, and tasks ad hoc working groups as appropriate. The Board also provides leadership for program implementation; conducts work force analyses of the occupations covered by the program; facilitates the exchange of career program information among careerists; and meets periodically to receive reports, evaluate progress, review staff proposals and initiate new actions. The Board is concerned with and responsible for processes which particularly affect the career program occupations in the areas of intake and appraisals, recognition and utilization, and program assessment. (R)

The chairperson of the Board is the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity) (DASN(CPP/EEO)); the Vice-Chairperson is the Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity) (ADCNO(CP/EEO)). The Vice-Chairperson will designate an Executive Secretary for the Board. The Commandant of the Marine Corps will designate an appropriate representative to the Board. The chairperson will designate the additional Board members.

Enclosure (1)